

Dear Club Leader:

Congratulations on becoming a club leader at Cascadia College! Being a club leader is a fun and rewarding experience. You will have the opportunity to develop leadership skills while gaining experience in such things as fundraising, event planning, and budget development.

This handbook is designed to help you through many of the scenarios you might encounter while serving in your club leadership position. There are many processes to follow and forms to complete. Please read through the handbook carefully and let us know if you have any questions. We don't expect you to remember all the information included in this handbook, but we do expect you to have a general understanding of the guidelines.

Since some of the information may be confusing, please talk to us before making decisions related to a club event or club finances. You may stop by to visit us or we can be reached by phone or email.

Good luck this year with your club. We look forward to working with you and assisting your club in achieving its goals.

Sincerely,

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ASCC Club Handbook

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Cascadia College Disclaimer

By recognizing a club, the college does not assume responsibility for the club's action or activities; nor does it imply that the college in any way endorses the club's stated aims, objectives, policies, or practices. Clubs may not lend their name to non-college groups for the purpose of procuring college facilities or services for non-college events. A club may not use the college name without the express written authorization of the college, except to identify its institutional recognition.

For detailed information on budget and financial information related to clubs see separate financial code document.

For Cascadia Student Government structure and Club formation see ASCC Constitution.

General Policies for Clubs

1. Clubs must maintain at least 5 members to be recognized as an official club of ASCC. Without five members, a club may lose their recognition status and funding.
2. Clubs are required to have a chair/president and a treasurer. A Club Representative should be appointed to attend club council meetings and be the primary contact between the club and the Office of Student Life. This may be the chair/president or their designee. The Club Representative or the chair/president must be present at all club council meetings.
3. A club must have a Cascadia employee (faculty, staff or administrator) serve as an advisor.
4. The club must present an application to the Cascadia Student Government (CSG) for review and attend a Club Council meeting where the club will make a presentation to become a recognized club.
5. Membership in the club/organization must be open to all students and may not discriminate on the basis of sex, sexual orientation, race, mental or physical disability, age, religion, marital status, or veteran status. (See ASCC Constitution, Article VI, Section 3). Limited organizations are chapters of national associations whose by-laws require certain limitations on membership. Membership limitations must be contained within the parent organization's by-laws and can only limit membership on class standing, academic standing, and/or major.
6. An organization may allow current University of Washington Bothell student's membership providing this does not limit participation of Cascadia student members. The Cascadia student members of an organization shall be the only students authorized to vote, hold office, or have access to the use of Cascadia student funds.
7. Clubs affiliated with a parent organization are considered a CC chapter of the parent organization and must submit operating documents of the parent organization, such as the constitution and bylaws, with the application for ASCC club recognition.
8. When a club becomes recognized, it agrees:
 - a. To abide by the ASCC constitution and policies;
 - b. Not to present a demonstrated danger, act of violence, or disruption of any ASCC activity or any college facility;
 - c. Not to violate state or federal laws;
 - d. That no individual member of the club will personally profit from any activity affiliated with the club, or use approved, budgeted ASCC funds for any expenses unrelated to club needs, nor solicit funds for personal use from other club members.
9. Failure to abide by Cascadia College policies and procedures, the ASCC Constitution, and ASCC Policies, will result in review and possible loss of ASCC club recognition status. (See "Revoking ASCC Club Recognition Status" for details.)

Club Recognition Process

In order to conduct business on campus, hold meetings, and present campus events and activities, a student club or organization must obtain official recognition from the Associated Students of Cascadia College (ASCC). Club recognition guidelines are as follows:

1. Pick up an ASCC Club Recognition Packet from the CSG office (LBA 102) or online.
2. Read the packet and the ASCC Constitution thoroughly and fill out all necessary forms. Be sure to include the names and signatures of at least five currently enrolled ASCC students and the name and signature of an advisor. Please list a main contact person (club representative) and a club treasurer.
3. Turn in the forms to the CSG or the Student Life Advisor no later than 2 business days prior to the next Club Council meeting – see posted meeting schedule for dates.
4. A club representative must attend the next Club Council meeting to make the club presentation. The council may ask questions at this time. Following questions the club representative will step out, while Club Council deliberates and votes. Upon voting the club representative will be given the council's decision. Upon approval the club will automatically have voting privileges.
5. A written notice, which includes a copy of the handbook, will be sent to the club representative and club advisor regarding the council's decision.
6. A club representative must complete handbook training with CSG at the next scheduled training following their recognition.

Maintaining Club Status

1. Attend all Club Council meetings: If recognition status is granted, a representative must attend all Club Council meetings and be prepared to give a brief report of club activities and financial status if applicable (See Club Council section of this handbook for attendance policy). The representative may voice the official position of their club on ASCC matters. Club representatives will vote on club funding proposals under \$500.
2. Maintain Club Membership: The club/organization must demonstrate student interest by maintaining a minimum membership roster of five currently enrolled CC students.
3. Quarterly Update: A Quarterly Update/Renewal Form should be completed at the beginning of each quarter to update any officer changes, to list accomplishments of the previous quarter, and to report any upcoming activities.

Revoking Club Recognition Status

ASCC may revoke or deny club recognition status if the club:

1. Violates the ASCC constitution and/or bylaws, or policies set in this packet;
2. Violates state or federal law;
3. Violates the Cascadia College Student Code of Conduct;
4. Does not abide by the Policies and Procedures set by Cascadia College.

The CSG Vice President or Student Life Advisor will notify the club representative and advisor when club recognition status has been revoked. If recognition is revoked the club may appeal to the Club Council to regain recognized status. If the Club Council does not approve the appeal, the club funds will be frozen, until club re-submits an application for recognized club status.

Club Actions Prohibited by the ASCC

1. Off campus bank accounts of any kind are not allowed.
2. Personally profiting from a club or soliciting from club members is prohibited.
3. The purchase, either with personal or S&A funds, serving, or selling of alcoholic beverages at any club function, including meetings and events is prohibited.
4. Individuals not employed by Cascadia College are prohibited from serving as an ASCC club advisor.
5. Unapproved fundraising activities are not allowed. (See “Fundraising Information” for details.)
6. Food may not be purchased with club funds unless the event is open to the general ASCC population. (See “Food Purchased with S&A Funds” for details.)
7. Hazing of any kind will not be tolerated.
8. Clubs may not discriminate on the basis of sex, sexual orientation, race, mental or physical disability, age, religion, marital status, or veteran status.

Responsibilities of Club Officers

Club Recognition Form: Make sure club recognition form is filled out properly and turned in as soon as possible to the Student Life Advisor's office (LBA 106). Clubs are responsible for notifying the Office of Student Life when there is a change in club name, club president/official representative or treasurer, club advisor, club purpose or club meeting times. The Office of Student Life will recognize only the club president, representative, treasurer and advisor designated on the recognition form. Please note that clubs are required to have a CC faculty or staff member serve as club advisor.

CSG Meetings: Attend all Club Council meetings or arrange for a representative to attend. If you do not attend these meetings, you may lose your recognized club status. Set attendance policy in the Club Recognition packet.

Liaison to CSG/Office of Student Life: Outside Club Council meetings, maintain open communication with the Office of Student Life by checking emails sent by the office and CSG. Submit appropriate paperwork and accurate information for expenditures to the Office of Student Life. Make sure to receive approval from the Office of Student Life before spending club money.

Enforcement of Policies: Be responsible for following and enforcing the ASCC Constitution and Club Handbook policies.

Record Keeping: Maintain information that will be required on the quarterly update, including budgets, events and travel.

Club Meetings and Events: Organize and chair club meetings and events. Follow event and room requests procedures.

Publicity: Management of club publicity, including creating flyers and other advertising materials for club meetings, events and seeking approval from the information desk

Recruitment: Develop and supervise a recruiting program for new club members.

Budget status: Communicate the status of the club budget on a monthly basis to the club.

Role of Club Officers

Individuals willing to be considered for leadership roles should be aware of and commit to the time and energy required for the position. Officers are sometimes "drafted" or coerced into taking on leadership responsibilities, but that is not the best method to create an effective organization. Be sure students are ready and willing to take on the commitment position.

Here are the most common responsibilities officers of clubs:

President

- Has overall responsibility for the operation of the club
- Calls and presides at all meetings
- Reviews all financial activity in conjunction with the Treasurer.
- Maintains complete and up-to-date files

Vice President

- Perform the duties of President in his/her absence or inability to serve
- Other duties as needed.
- Maintains complete and up-to-date files

Treasurer

- Be responsible for the general supervision of the finances of the club
- Be responsible for the preparation of a budget
- Collect dues and fundraising dollars as appropriate and submit to the Office of Student Life
- Maintain up-to-date financial records including quarterly reports
- Give a financial report at each meeting

Secretary

- Keep an up-to-date membership roster
- Keep minutes of meetings and record decisions made by the club
- Maintain a complete file to include minutes, copies of all contracts, current correspondence
- Be responsible for all official club correspondence

Recruitment

- Coordinates all efforts to recruit new members, including advertisements and applications if appropriate

Responsibilities of Club Advisors

It is a compliment to be asked to serve as an advisor. It is also a significant responsibility because the advisor is acting on behalf of the College in the event of an accident, injury, or disciplinary situation. Club advisors must be Cascadia College employees (faculty, staff, or administrators). The role of the advisor is based upon the nature and type of activities specific to each student organization and thus varies significantly according to the style demanded by individual student organizations. However, the specific responsibilities performed by each advisor are similar.

Interest and Familiarity: Be thoroughly familiar with the nature and objectives of the club. Read the Club Handbook and be familiar with the policies and procedures described in this document. Attend club meetings regularly. Take an active part in forming club policies and procedures of operation. Support the mission and focus of the student club on campus.

Approve and Monitor Expenditures: Assure sound financial and business practices that comply with state and college policies regarding expenditures of club funds. Sign all paperwork authorizing expenditures. The Office of Student Life will not approve financial forms without the signatures of the club advisor and club treasurer. Refer to the Club Handbook and call the Director of Student Life regarding financial transactions, fundraising, and other funding questions.

Monitor Record Keeping: Monitor good record keeping of all club events, meetings, and plans. Any activity involving the exchange of money is particularly important and must meet college requirements for accountability and state auditing.

Attend Club Activities: Attend all club trips and major events – making sure to be present throughout the entire activity – or make arrangements for another faculty or staff member to attend if you are unable to participate. An advisor must be present when the CC van is used for a club activity.

Student Conduct: Be aware of the expectations set forth in the Student Rights and Responsibilities Code, especially in regard to use of alcohol and narcotic substances at college sponsored events. Report any violations to the Office of Student Life.

Resource/Liaison: Be a resource person for the club. Serve as a liaison with other campus offices and staff. Please notify the Director of Student Life of any changes in the club officers or advisor.

Teamwork/Guidance: Encourage teamwork within the group and provide guidance in decision-making, trust building, and goal accomplishment.

Office of Student Life Services for Clubs

The Office of Student Life provides the following services and resources to assist club leaders:

Office/Event Supplies:

Basic office and event supplies (pens, notepads, napkins, plates, etc.) are provided to clubs. Additional supplies that require special purchase are charged to the organization's budget.

Office Space (including computer, telephone, and fax machine)

Clubs/Organizations can use office space in the Cascadia Student Government Office. This space is available for official business of the organization. A computer is available for club leaders to create letters, memos, spreadsheets, and other printed documents. Only official club business is allowed on these computers. There is a fax machine in the Library Annex for official club use; the Office of Student Life staff can assist you in using it.

Copying and Printing

There are no charges to organizations for 8.5"x11" printing and copying requests. Printing can be done directly from the club computer, but copying must be submitted to Student Life by emailing studentprograms@cascadia.edu and may take up to five business days.

Posters

The Office of Student Life has a large printer that prints up to 40" x 28". Clubs can post one large poster per floor. Custom sizes can be requested by emailing Student Life at studentprograms@cascadia.edu and may take up to five business days to print.

Screensavers

Clubs can post announcements as screensavers on all computers in the Cascadia building and library. Email requests to Student Life at studentprograms@cascadia.edu by sending an 8.5"x11" sized document in jpeg format.

Room Reservations

Use of Cascadia classrooms and conference rooms for meetings or events is at no charge to student clubs and organizations. Room reservations for weekly meetings are available on a quarterly basis, while reservations for events/activities are available on a case-by-case basis. To request a room, send an email with the date, time, location and frequency to studentprograms@cascadia.edu

Budget Management

For the process and procedures to fill out all necessary financial paperwork, see the Director of Student Life or Student Life Advisor.

Consultation Services

The Director of Student Life and the Student Life Advisor are available to provide club leaders and advisors with event planning advice and support, as well as guidance on how to effectively manage their organization. If issues arise within the organization the Director of Student Life and the Student Life Advisor are available to assist as needed.

Service and Activity Fees (S&A Fees)

The Service and Activity Fee (S&A Fee) are collected through Enrollment Services at the time tuition is paid. The amount of the S&A fee is approximately \$120.00 per Full Time Equivalent student (FTE), which is based on credit load. This amount is then allocated to the ASCC budget through the Cascadia College Financial and Administrative Services Office.

The ASCC Budget is regulated by the S&A Budget Committee. (See ASCC Constitution for more information.) This committee oversees all spending by the CSG and recognized clubs of the ASCC.

Club Funding Process

Once a club is officially recognized by the Cascadia Student Government and Club Council, they will be eligible to request funding. These funds are available for club activities, club events, and club event travel. Please note that all club funds must be processed through the Office of Student Life. Clubs are NOT allowed to maintain off-campus bank accounts.

Funding Options

1. The club may organize fundraising events or activities. See the club fundraising section for additional information.
2. The club may request financial support from the Cascadia Student Government and Club Council. Proposals under \$500 are approved by a vote of the CSG officers and club representatives at Club Council. Proposals over \$500 are approved by the CSG officers at an executive meeting.
3. In preparation for funding in the following academic year, a club may submit a budget proposal for consideration to the budget committee. This process occurs in the Spring Quarter. More information can be found in the financial code.

Funds Proposal Process for Clubs

Club Representatives must review the process for submitting a proposal to receive funding from the Cascadia Student Government and/or Club Council. The club requesting funds will be allowed a brief presentation at the ASCC or Club Council Meeting to explain the necessity of funds. If you have any questions, please contact the Director of Student Life or the Student Life Advisor.

Requests under \$500.00	Requests \$500.00 and over
<p>1. Funding must be requested through the Club Council funding process. For a fund request of \$500 or less, a club must provide a proposal with an itemized budget to the CSG Treasurer five (5) business days prior to Club Council. The Club Council will determine fund allocation of \$500 or less.</p> <ol style="list-style-type: none"> a. Voting members = One representative per club, and CSG Executive Council members. b. The CSG Treasurer will make copies of the request and disperse them to the CSG executive members as well as club representatives. c. Club Meetings are held bimonthly and the group will vote to approve with a simple majority vote. Quorum will be 2/3 of club representatives, and 2/3 of CSG members. <ol style="list-style-type: none"> i. If there are not 2/3 of club representatives present, the vote will be decided by CSG members only. 	<p>2. Funding must be requested through the Cascadia Student Government Executive Council.</p> <ol style="list-style-type: none"> a. For a fund request of \$500 or more, a club must provide a petition with an itemized budget to the CSG Treasurer 2 days prior to a CSG Executive Council Meeting. The CSG Executive Council members will determine fund allocation of \$500 or more. The Treasurer will make copies of the request and disperse them to CSG Executive Council members. The executive Council will meet weekly and decide with a 2/3 vote.

3. For a fund request including a conference, retreat, travel, etc.
 - A fund request presentation should be made at the Club Council Meeting, for requests under \$500, or CSG Executive Council, for requests over \$500, at least one month prior to the trip due to travel process timeline required by the finance office.
 - International travel requires two months in advance.

Spending Club Money

It is important to remember that all club budgets are state dollars and are subject to college and state policies.

1. Expenditures must have the approval of the Director of Student Life or the Student Life Advisor before the money is spent. See Student Life staff to fill out appropriate paperwork.
2. All funds generated by club activities must be turned in to the Office of Student Life within 24 hours and will be deposited into the S&A account for that club.
3. Request for checks for activities should be made at least two weeks in advance. It is important to give the Cascadia Finance Office time to meet your needs.
4. If any club requests money and fails to use the allotted money for the stated purpose, the money will be revoked and the amount returned to Club Council.
5. Items purchased with S&A funds are property of the Cascadia Student Government. Personal use of these items outside of club or ASCC related activities are not allowed. All purchased items will be stored and checked out of Student Life storage. If a club's recognition status is revoked, supplies and equipment currently checked out must be returned to the Office of Student Life and will become general property of Student Life.

Reimbursement

The Office of Student Life strongly discourages reimbursing personal funds spent by an advisor or a student for club/program expenditures. In order to process a reimbursement the item must be pre-approved by the Club Council and Office of Student Life, and the purchaser must be an on-campus employee; non-student employees cannot be reimbursed. The purchaser may have to wait longer for the reimbursement than they expected, due to processing time by the Finance Office. The preferred method of payment for the college is creating a field order with a vendor or using a college credit card. If a student or advisor makes an approved reimbursable expenditure, s/he must provide original receipts in order to be reimbursed.

Office of Student Life Department Credit Card

The Office of Student Life has a Cascadia College department credit card that can be checked out for events. A purchase request form and credit card request form must be submitted at least five business days prior to being used to ensure availability. The credit card needs to be returned as soon as possible, along with a detailed receipt showing what was purchased.

Food

Clubs (and other S&A funded programs) may not purchase food for regular meetings with S&A funds. Refreshments may be purchased and served at special meetings or events open to the general Cascadia student population. Large events, such as BBQ's are allowed only if the food purchased by S&A funds is served only to currently enrolled Cascadia Students, exceptions can be made to include Cascadia faculty, students and currently enrolled UWB students on a case by case basis. If food is being served, the server must carry a Food Handler's Permit issued by the King County Department of Health.

Fundraising

Any CC program or ASCC recognized club supported by S&A dollars engaging in fundraising must comply with the Office of Student Life Fundraising Rules and Regulations. Fundraising Authorization forms are available in the Office of Student Life, LBA 105A.

The CC Financial Code, Office of Student Life, the CC Business Office, and the State of Washington mandate the following instructions and procedures.

The Office of Student Life developed processes, instructions, authorization, and forms based on certain types of fundraisers. However, we realize that some programs or clubs may need to develop their own specific fundraising procedures. Programs may do so with the review and permission of the Executive Director of Finance.

Fundraisers:

- Advertising
- Auction
- Donation
- Dues or Membership Fees
- Bake Sale
- Sale – Tangible items(s) or Service(s)
- Event or Performance

IMPORTANT

Before any program or club generates revenue through a fundraising activity, it must complete and submit the appropriate authorization form to the Director of Student Life at least two weeks prior to the fundraising activity. Clubs must have an Office of Student Life-approved system that tracks and documents all aspects of revenue collection. If a program or club does not abide by these instructions and policies, it could face delay or denial of future fundraising authorization.

It is a state law that revenue generated by a fundraising event **must be deposited within 24 business hours of receipt of revenue**. If a program or club's event or activity is after business hours, then the program/club needs to make a deposit the next business day. Clubs/programs must secure funds on campus at the Cashier's night drop box.

If a program or club needs an exception to this rule, it must request an exception from the Director of Student Life. A reasonable exception to this rule might be a club that uses its student members as sales persons for tickets or tangible goods. The student may need to solicit sales over the period of a week, as opposed to coming in each day to deposit funds with the advisor. A rationale for an exception needs to accompany each authorization form. The Office of Student Life and/or the CC Finance Department will then determine if such an exception is acceptable.

Money raised from fundraising and donations will be available within five (5) working days of a request to spend the funds. This allows time for the Business Office to issue a check.

Donated funds, if given for a specific activity may only be used for that purpose.

Travel Procedures

When students are participating in an official club event that requires off-campus travel, there are a few specific guidelines to follow:

- The club advisor, or another designated faculty or staff member, must join the students on the trip and be present during the entire length of the program.
- Each student is required to complete and sign an informed consent form. Copies of the form will be maintained in the Office of Student Life. The advisor accompanying the students should take the original consent forms on the trip in case there is a situation that requires them to use the emergency contact information provided by the students.
- An Office of Student Life Travel Form must be submitted for each student, faculty, and/or staff member at least one month in advance of the trip.
- Students participating in official Cascadia events that take place off-campus are subject to all the rules and regulations outlined in Cascadia's code of student conduct, including its Student Rights and Responsibilities code (WAC 132Z-115-090).

Modes of Transportation

- **College-owned vehicle.** To secure a college-owned vehicle, complete a CC Van and Advisor information form and submit it to the Director of Student Life. The Director of Student Life will also need copies of drivers' licenses and drivers' proof of insurance. Cascadia students are not allowed to drive the college van. A Cascadia employee must be on the trip and driving the vehicle at all times.
- **Privately-owned vehicle.** If using a privately-owned vehicle, keep track of mileage to include on the Travel Expense Voucher.
- **Air travel or other methods.** If using air travel or other methods, contact the Director of Student Life prior to making arrangements.
- To receive reimbursement of pre-approved travel expenses, please submit a Travel Expense Voucher to the Director of Student Life upon returning to campus.

Clubs and Organizations Travel

If your club/organization is planning to attend a workshop/conference or go on a retreat, all information regarding the event must be submitted to the Office of Student Life at least **one month prior** to the event or conference registration deadline in order for the proper paperwork to be submitted and payment processed on time. International trips need to be approved at least 2 months in advance.

Club Organization Travel Approval Paperwork

The Cascadia Clubs/Organization Travel Approval Form attached to this instruction sheet will give the Office of Student Life the information necessary to complete the business office forms for your trip.

Conferences

- When attending workshops/conferences, please turn in the Travel Approval Form at least one month prior to the registration deadline. The Office of Student Life will make all the arrangements for registration and travel.
- Other items that must be included with your Travel Approval Form include:
 - A list of all students (with SID numbers) attending the conference
 - A completed registration form for the conference
 - A conference agenda
 - A consent form signed by each participating student (if under 18, a parent signature is required)
- Out of state or out of country travel requires additional approval from the College President.
- All persons registered for the conference must be enrolled for at least 1 credit at the time of registration and the conference.

Retreats

- When planning a retreat, please turn in the Travel Approval Form at least one month prior to the event. The Office of Student Life will make all the arrangements for registration and travel.
- Other items that must be included with your Travel Approval Form include:
 - A list of all students (with SID numbers) attending the retreat
 - A retreat agenda, which must reflect the education benefits of the retreat
- A list of all students with SID numbers attending the retreat must be included
- Out of state or out of country travel requires additional approval from the College President.
- All persons planning to attend the retreat must be enrolled for at least 1 credit at the time of approval and the retreat

*** Retreats should not be held at “resorts” or facilities perceived as purely “recreational”. Conference centers are most appropriate for retreat purposes.*

Trip Details/Paperwork Review Meeting

At least three (3) weeks prior to the trip, participating students and advisors will meet with the Office of Student Life staff to sign any necessary forms and review all the travel arrangements.

*** If more than three (3) students/advisors are going on a trip, one travel authorization form will be completed with a list of names attached and therefore will only require the advisor and student representative to attend this meeting.*

Pre-departure Meeting

At least two (2) days prior to the trip, all students and advisors will meet with the Office of Student Life staff to review the travel arrangements, pick up their travel advance checks (if applicable), and discuss any questions. The club advisor will also be able to check out the Cascadia Office of Student Life credit card for the hotel and/or van rental charges at that time.

Upon Return

The next business day following the trip, receipts from the hotel, van rental, and any other miscellaneous expenses must be turned in to the Office of Student Life. A Travel Expense Voucher will be completed and must be signed within 48 hours of returning.

Planning an Event

As you begin planning your event, it will be important to reserve the room early and plan the set-up for your event. The Director of Student Life or the Student Life Advisor will meet with you and discuss all the set-up needs and will help make all the reservations for set-up and media needs.

The following steps are needed to ensure a successful event:

- Fill out a Program Proposal form and submit to the Office of Student Life at least five weeks prior to the proposed activity/event for all major events.
 - Once submitted you will need to meet with the Student Life Advisor to go over your event.
 - The program proposal will then go to Club Council for funding requests under \$500, and funding requests over \$500 will go to CSG Meeting.
- Once the Program Proposal has been approved by Club Council/CSG, club representatives should follow the Event Planning Checklist.
- After the event, complete and submit a Post Event Evaluation and Event Assessment to Student Life within one week after the event in order to ensure future funding.

Advertising On-Campus

Office of Student Life website – Submit information to studentprograms@cascadia.edu

Information Tables are available for clubs to reserve – please see Information Table Policy for more information.

Computer Screen Savers – Create a flyer and save as a .JPG and email it to studentprograms@cascadia.edu.

Printing Posters – Poster requests can be submitted by emailing studentprograms@cascadia.edu. Posters need to have all required information on them. For poster guidelines see appendix.

Sandwich Board Guidelines

Approval

- Office of Student Life owns multiple sandwich boards that may be borrowed by people wishing to announce events. They can be reserved through the Student Life Advisor.

Location

- The sandwich boards may be placed throughout Cascadia's building. Please note: Only three boards per lobby area are allowed. The sandwich boards cannot block the pathways in the hallways or the vistas.

Bulletin Board Guidelines

Approval

- Bulletin Boards are available throughout the building for flyers (8 ½ x 11) to be hung. Each bulletin board has a specific purpose. Only flyers relating to the theme of the bulletin board are allowed. The Information Desk must approve all flyers.

Location

- The following is a list of each bulletin board's theme:

Lower Level:

Lounge: Community Events; Transportation

South: Office of Student Life

North: Continuing Education Room Locations

Floor 1:

South end by Student Financial Services: Financial Aid,
WorkFirst/Worker Retraining; Student Resources

North: Continuing Education Room Locations

Floor 2:

South: Jobs/Internships/Volunteers

North: Items for Sale

Floor 3:

South: Housing

North: Learning Opportunities

Information Tables

Student clubs and organizations may set up information tables on campus to distribute information about membership, upcoming events, or other issues relevant to the organization and the community. Requests to use information/display tables by Cascadia College student organizations will be managed by the Office of Student Life. Requests must be made to the Office of Student Life at least four business days in advance. Requests on shorter notice may be considered, but the College cannot guarantee that space will be available.

General Guidelines:

1. All table activities must carry the identification of the sponsoring student organization.
2. A representative of the student organization must be present at the table at all times.
3. Tables must be kept neat and orderly. Materials must be removed at the end of each day.
4. Fundraising activities must be approved prior to reserving an information table. Fundraising is the collection of money in any form for any reason. The Office of Student Life must approve fundraising activities in any form and in advance.
5. The flow of traffic through the area may not be disturbed either by the table space itself or by the actions of those at the table space. Distribution may not involve the intimidation or coercion of persons solicited nor any action that interferes with the free flow of traffic and persons.

Appendix

**Student Club/Organization Quarterly Update Form
2014-2015**

Name of Organization: _____

Quarter: _____

Club Representative: _____ Phone: (____) _____

E-Mail Address: _____

Club Chair/President: _____ Phone: (____) _____

E-Mail Address: _____

Select if same as Club Representative

Club Treasurer/Financial Representative: _____ Phone: (____) _____

E-Mail Address: _____

Select if same as Club Representative

Club Directory: The Office of Student Life will post on our website, a directory of student clubs/organizations, which we provide to students, staff/faculty, and community members seeking to contact student clubs.

Club Representative: *Please indicate below if you consent to having your email address listed in the directory by placing your initials in the space given:*

_____ My e-mail address

_____ My name and e-mail address

_____ Please do not list any contact information in the directory.

Club Facebook address: www.facebook.com/ _____

Activities - Past Quarter

Please list activities and events which have been presented by the organization during the past quarter.

Activities - Upcoming Quarter

Please list activities and events which you hope to present during the upcoming quarter (please include dates if possible)

Signed: _____

Club Representative

Club Advisor

**Event/Fundraiser Proposal Form
Office of Student Life**

Club/Organization Information

Club/Organization Name: _____

Student Contact Name: _____ **Phone number:** _____

Your position/title in Club: _____

Advisor Signature: _____ **Ext.** _____

Event/Fundraiser Information

Event Title: _____

Date and Time: _____ **Location:** _____

Description of Event:

Financial Information

Estimated Income: _____ **Estimated Expenses:** _____ **Estimated Profit:** _____

Please attach a proposed budget to this form, including itemized income and expenses.

What does your club plan to do with any profits generated by this event?

Please note: All events and fundraisers must be organized in accordance with club guidelines outlined in Cascadia Community College's Club Handbook. If you have not already done so, please review these guidelines carefully before submitting this event/fundraiser proposal form.

Student Signature: _____ **Date:** _____

Advisor Signature: _____ **Date:** _____

Office of Student Life Approval: _____ **Date:** _____

Student Club/Organization Approval for Travel

Please attach a copy of the conference or retreat agenda and registration forms that include specific written information to verify the meeting dates, location, fees, etc. A field trip authorization form should also be completed that includes a list of students/advisors planning to attend.

The Office of Student Life will prepare necessary forms.

This form is due 1 month (30 days) prior to your event/trip.

If international travel, this form is due 2 months prior to your event/trip.

Club Representative: _____ Today's Date: _____

Club/Organization Name: _____

Email Address: _____

Phone Number: _____

Trip Information – Name of Conference/Retreat: _____

Location: _____

Date(s) of Trip: _____

Purpose of Trip:

How does this trip fit with the purpose of your club/organization and what do your members expect to gain from this experience?

Estimated Expenses:

(Please give approximate costs. The Office of Student Life staff will make all travel/lodging arrangements and meet with the advisor and student rep. to review actual costs.)

Transportation:

Air Fare: _____ **OR** Vehicle Mileage: _____ **OR** Van Rental: _____ \$ _____

***If requesting air travel, please include date and time for flight reservations.*

Date: _____ Time: _____

Return Date: _____ Return Time: _____

***The college van can also be rented. If you want to request the van, please write in driver(s) names:*

Lodging Information:

Name: _____ Number of days: _____ \$ _____

Phone: _____ Number of rooms: _____

Address: _____

Meals:

Number of days: _____ (the following number of meals should be based on one person) \$ _____

Number of breakfasts: _____

Number of lunches: _____

Number of dinners: _____

***Per diem rates will be different based on your location – the Office of Student Life will calculate these rates.*

***Do not include meals in this section if they are included in the cost of the conference/workshop*

Registration:

Registration fee per person (student): _____ Number of students: _____ \$ _____

Registration fee per person (advisor): _____ Number of advisors: _____

Miscellaneous:

Taxi, parking, ferry, etc. (please list any expected costs) \$ _____

Signatures:

Club Representative _____ Date: _____

Club Advisor: _____ Date: _____

Instructor/Advisor Name	
Date of Field Trip	
Departure Date/Time	
Return Date/Time	
Vehicle(s) Requested	
Driver(s) Name and License #	
Destination(s)	
Purpose of Field Trip	

Has emergency contact information been obtained for all participants? Yes No

Has parent/guardian permission been obtained for all participants under 18? Yes No

Is a first aid kit available? Yes No

Field Trip Participants List everyone who will be participating in the field trip and their status. (Instructor(s), students, chaperones, others)	
Participant Name	Status
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

If additional room is needed please continue participant list on the back.

_____ Instructor/Advisor Signature	_____ Class/Club	_____ Date
_____ Vice President/ Dean Approval	_____ Title	_____ Date

**CONSENT TO HAZARDS AND RISKS OF
CASCADIA COMMUNITY COLLEGE ACTIVITY**

I, _____ (please print name), a student at Cascadia Community College, hereby acknowledge and certify the following:

1. I am voluntarily choosing to participate in the activity of _____.
2. I hereby accept full personal responsibility for my own actions and conduct in this activity, including making sure that I know (a) all of the risks and dangers that I may encounter in this activity, and (b) how to exercise reasonable care to avoid or minimize those risks and dangers.
3. I agree to conduct myself in accordance with Cascadia's code of student conduct, including its rules on Student Rights and Responsibilities, Washington Administrative Code, Chapter 132Z-115-090
4. I understand that I am not permitted to use, and I specifically declare and agree that I will not use, any alcohol or illegal drugs in conjunction with this activity.
5. I certify that I am in good health and have no physical, medical, mental, or emotional impairments, conditions, or concerns that might jeopardize or affect my safety, or the safety of others, related to my participation in this activity.
6. I understand that there are certain risks and dangers associated with my participation in this activity, including (but not necessarily limited to) risks of the following: illnesses, accidents, injuries, etc. I hereby voluntarily accept and choose to encounter these and all other risks and dangers arising from or associated with my participation in this activity.
7. I understand that neither the college nor any of its agents or employees may serve as guardians or insurers of my safety. I further understand that the college does not provide any special insurance for my protection, and that it is my responsibility to obtain any appropriate insurance.
8. I understand that if I drive my own motor vehicle or otherwise arrange my own transportation to, during, or from the activity, I am responsible for myself, my own safety, the safety of my passengers, and the security of my vehicle. By signing this, I also acknowledge that I have a valid driver's license and that my vehicle is insured in accordance with state law. The college does not pay for any damages or injury suffered in the course of traveling in private vehicles.

In case of emergency, I request that the college contact:

Name: _____

Address: _____

Phone #: _____ Cell #: _____

I certify that I am at least eighteen (18) years of age and am competent to sign this Acknowledgement and Consent. Alternatively, if I am under age 18, a parent or legal guardian must also sign.

I HAVE READ, AND FULLY UNDERSTAND THIS ACKNOWLEDGEMENT AND CONSENT, AND AM SIGNING IT VOLUNTARILY, UNDER NO COMPULSION. I NOW KNOWINGLY ACCEPT AND CHOOSE TO ENCOUNTER ALL RISKS ASSOCIATED WITH MY PARTICIPATION IN THIS ACTIVITY. IN THE EVENT OF AN EMERGENCY, I HEREBY GIVE AUTHORIZATION TO CASCADIA COMMUNITY COLLEGE TO SEEK MEDICAL TREATMENT FOR ME.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct:

(Date and Place)

(Student's Signature)

If the Student is under eighteen (18) years of age, I make the same certification on behalf of the Student and myself. In the event of an emergency, every effort will be made to contact a parent or emergency contact. If no contact can be made, I hereby give authorization to Cascadia Community College to seek medical treatment for my child or myself.

(Date and Place)

(Parent/Legal Guardian)

CCC Van and Advisor Information

The club advisor attends all club trips or makes arrangements for staff supervision if unable to attend. An advisor must be present when the CCC van is used for a club activity. An employee of Cascadia must drive the CCC van. Each driver needs to submit a copy of his/her driver's license and proof of insurance to be eligible for use of the van.

Name of Club: _____

Date of Travel: Depart: _____ Return: _____

Destination: _____

Purpose of Trip: _____

Advisor's name: _____

Advisor's signature: _____

Phone Number: _____

Date Submitted: _____

2014-2015 GUIDELINES FOR POSTING MATERIALS AT CASCADIA

GREEN FOR GO

Please make sure your posters conform to all the following:

1. The poster identifies the sponsoring class, club, or organization and includes contact information
2. The poster includes the college's non-discrimination statement (located in footer of website)
3. The poster includes event accommodation request information:

“To request reasonable accommodation to participate in this event, contact Disability Support Services at 425-352-8128.”

4. The poster has “approved until” official stamp from the Information Desk on first floor of CC1
5. The posters will be mounted using blue tape only in small loops on the back of posters and flyers
6. The posters will appear on concrete walls and metal railings only
7. The number of printed posters will not exceed

5 small (11” x 17” or under) on each floor of CC1/2 and CC3 for a total of 35
1 large (11” x 17” or larger) on each floor of CC1/2 and CC3 for a total of 7

RED FOR STOP

The following are not permitted:

1. No discriminatory or defamatory language or inaccurate claims

2. No posting on white walls, blue walls, CC1 lower level entry glass wall, wood doors or trim, elevators, windows, doors, building signage or maps, building exteriors, vending machines, or emergency devices
3. No adhesive other than blue painters tape; no glues, stickers, or other types of tape permitted
4. No posters promoting services or products that are not officially affiliated with or sponsored by the college (for example: tutors, apartments for rent, books for sale, etc.) except on corkboards at these locations:

Items/Services for sale near CC1-243 and CC3-101 (no approved until stamp required)

Housing opportunities near CC1-311 and CC3-101 (no approved until stamp required)

5. No posting in hallways outside of Administrative Offices located on 2nd floor of CC2 north of the piano

**IF IN
DOUBT...**

Contact College Relations:

If you have any questions, please email mwalker@cascadia.edu



Program Planning

While each program you organize will certainly have a unique set of tasks and "to-dos" associated with it, most will follow the same general outline.

Assess Needs and Interests

At the initial stages of program planning you need to consider the specific needs and interests of your audience. There are a number of ways to do this including conducting an interest inventory, distributing questionnaires, hosting informal group discussions or focus groups, having a suggestion box, or doing "get acquainted" interviews with individuals in your target audience. By identifying the specific needs or interests of community members *before* you begin designing your program you increase the likelihood that you will have a successful and well-attended event.

Research

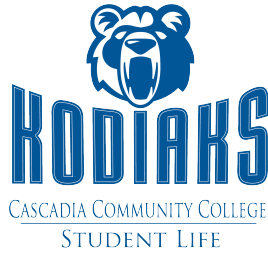
Research to expand your knowledge on information related to the topic, interest, need, etc. This will provide you with helpful insight and support on your program/event plan.

Develop Purpose/Goals

As you consider the information you gathered during needs assessment/research and begin the program planning process, it's important you identify your objectives and formulate a rationale for the program. What do you hope to accomplish? Which community needs or interests do you want to meet? This is also your opportunity as a program planner to envision and create a unique event with your own personal signature. Even if you are planning an event that has taken place before, you should not overlook the importance of innovation and evolution. Here are some questions you may want to ask yourself to help develop a program vision and goals:

- What did the event look like in the past?
- Which aspects do you want to keep?
- Which aspects would you like to see change? What would you like to add?
- What do you want people to walk away thinking or feeling about your event?
- How will your program improve or add to the community?
- What is the legacy you want to leave as the coordinator of this event?

Consider writing your vision/goals down in a clear concise statement that you can refer back to for inspiration and motivation as you work through the planning process!



Brainstorm & Initiate Program

With your purpose, vision, goals in mind, start brainstorming specific ideas and formats for your program. This is a great time to go wild and dream big. In a brainstorm all ideas are written down and comments on and evaluations of ideas are kept to a minimum. This is the time to be creative and build off of the ideas of others. Once you have gotten everything down on paper, you can start to sort and evaluate the list. If you're working in a group, try to reach consensus on a solid program idea that will meet your community's needs and your group's vision.

Learning Outcomes

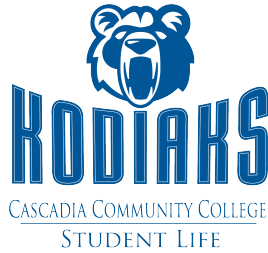
Once you have determined the program you would like to do from the large brainstorm you need to start thinking about what you want your audience to gain/learn. Keep in mind your Purpose/Goals that you established earlier and come up with a couple of outcomes for your program. Questions to answer:

- What issues are you addressing?
- What is the overarching goal for the program?
- What are the objectives that will allow you to achieve the goal?
- *Objectives should specify what you want to achieve. You need to answer the: What? Why? Who? When? How?*

Program or Event Details/Plan

Alright, time to get to work! This is the part of programming that most people think of when they imagine putting on an event and in truth, it does take up a majority of the time involved in programming. During this phase you'll need to do some or all of the following:

- Set a budget - think about where the funds will come from for your program and if necessary, seek out co-sponsorship with another campus organization (see Assistance Request Forms on the Programming Resources webpage). Do research on the cost of producing your event to make your budget as accurate as possible (don't forget rental fees, advertising costs, supplies).
- Contact resources people early (e.g. student life office, scheduling desk, catering).
- Identify possible dates, times, and places.
- Check for scheduling conflicts using the Campus Calendar .
- Choose a specific time, date, and place; reserve your space and equipment immediately.
- Talk to the Coordinator of Student Programs if you will need to contract a performer or if your event will require a contract of any kind (you should NOT sign contracts as a student programmer).
- Start involving other people - delegate!



- Check out the programming checklists on the Programming Resources

Marketing

Marketing your program is one of the most important and at times, most challenging tasks in event planning. It's important to spend time at the beginning of your planning process deciding who will be responsible for publicity and who you are trying to reach with your marketing campaign (i.e., who do you want to attend the program). You'll want to think about what kinds of publicity to use (e.g. posters, box-stuffers, buttons, t-shirts, invitations, listserv/ mailing list, word of mouth, radio/newspaper ads, sandwich board, etc.) as well as what campus and community resources are available to you (newspapers, television stations, radio stations, Communication Service, etc.).

Finalize Plans

As the date of your event nears, you should confirm that all plans are in place and that everyone knows their roles on the day of the event (don't forget to assign a clean-up crew). Remember to confirm room and equipment reservations, ensure that publicity materials have been distributed, check-in with volunteers and event coordinators, and assign last-minute tasks.

Time of Program

At the time of your program, most details should be in place and all you need to concentrate on is executing your plans. You may need to make an introduction to the event or welcome your participants. Be attentive to discussions if they are an element of your program and help facilitate as needed. And remember to relax, have fun, and participate in your event!

Evaluate the Program

Many times the relief of completing a successful program leads us to forget this last and critically important step in programming. Evaluating your program serves many purposes: it gives you a chance to celebrate your successes, leave notes on possible changes or adjustments recommended for future programs, and reflect on the things you learned as a programmer and event planner.

Cascadia Student Life Event Planning Checklist

Once your program proposal is approved, fill out this form by inserting the correct dates in the blanks. Write the date you complete each task in the box next to the description. For tasks that do not apply to this event, write "N/A." Keep the final filled out copy in your legacy binder.

Programmer Name:
Position:
Is there a co-sponsor for this activity/event? If so, who?

EVENT INFORMATION

Title of Activity/Event:		
Date:		Begin Set up/End Clean up Time:
Location:	Back up location:	

Remember to get itemized, original receipts/invoices for all purchases. Do not purchase anything without prior approval.

FIVE OR MORE WEEKS BEFORE EVENT - DUE BY _____

Brainstorm programming ideas		Determine the student needs/interests the program will serve
Define specific goals and learning outcomes of program (cultural, educational, social, community service)		Determine how this program meets your groups mission
Consider the success of past programs like this		Determine budget for program including any outside or co-sponsored funds
Be realistic: Do you have enough time, budget, and etc. to make this event successful?		Ensure hosts, VIPs, and/or speakers are available for specified dates
Ensure event does not conflict with other events		Identify co-sponsors and collaborators
Turn in program proposal		

FOUR TO FIVE WEEKS BEFORE EVENT - DUE BY _____

Submit budget request to Student Life		Add event to campus calendar, other calendar
Request rider to confirm if artist/performer needs can be met		Divide responsibilities between self, counterpart, team, collaborators
Work with student life to contract with outside		Develop and submit floor plan to student life
Submit food/light refreshments form		Reserve AV equipment and other tech needs
Reserve event space, rain backup, green room, reception, work with student life to do this		Develop and request marketing plan (print, social media, tabling, teaser)
Consider risk management, AV capabilities, maximum capacity, impact of nearby events, accessibility, space access time, load-in/delivery capability, access to		

THREE TO FOUR WEEKS BEFORE EVENT - DUE BY _____

Follow up and complete payments or contracts		Promote on social media, including making
Follow up and make sure food form is approved; after approval, order food considering dietary restrictions		Finalize poster and post in CC1/CC2/CC3/FFT
Submit TP Times, S'more info to Student Life		Hang banners on bridges and garages
Email professors and encourage class attendance at event		Follow up with co-sponsors

TWO TO THREE WEEKS BEFORE EVENT - DUE BY _____

Coordinate any hospitality needs for performers	Ensure food is secured and all paperwork is
Confirm floor plan and make changes if needed; consider event flow	Create volunteer signup with specific shifts; include breaks so volunteers can enjoy event
Order any additional equipment needed: chairs, tables,	Edit information on campus calendar as needed
Confirm access time to space for set up and tear down	Contact Campus Safety for security needs
Double check contract rider; buy additional supplies	Hang banners on bridges and garages
Buy supplies to replenish any that may be used (plates, napkins, disposable silverware, disposable tablecloths,	Review decorations needed, purchase if not already in storage closet/bins
Create event timeline with time each element of program starts, including when food, vendors, and volunteers arrive	Create volunteer list: photographer, ticket-taker; coat check; concessions; security for doors, stage, prizes, green room; load-in/out; MC; host for performer; greeter; photobooth;
Invite Uwave if needed	

ONE WEEK BEFORE EVENT - DUE BY _____

Confirm performers and travel arrangements; communicate to performer and agent	Revisit risk management plan; create worst-case scenario
Increase advertising on campus	Develop plan for green room decoration/supplies
Print waivers as necessary	Prepare speaker introduction
Complete assessment tool and decide how to administer it	Increase advertising on campus
Reserve materials needed for event: sandwich boards, cart, decorations, PA system, etc.)	Create signage for doors, directions, welcome, day of event
Acquire and deliver parking passes for performer and	

ONE DAY BEFORE EVENT - DUE BY _____

Pick up final materials, supplies, food	Pick up vendor check/payment
Load cart with all materials, decorations, plates, cups, napkins, cutlery, knives, platters, beverage dispensers, blue tape, pens, markers, scissors, extension cords, gaff	Confirm all materials/equipment will be delivered as expected, especially food
Prepare performer welcome pack and green room	Prepare sandwich boards that need to be posted
Prepare clipboards/binders with necessary papers: agendas, photo releases, waivers,	Second to last chance for marketing push (tabling, classroom whiteboards, social media)

DAY OF EVENT - DUE BY _____

All volunteers and staff wear event day t-shirts	Final marketing push (tabling, classroom whiteboards, social media)
Place sandwich boards	Arrive early for set up/decorations
Take event cart to event space	Decorate outside first, then work inwards
Make sure volunteers are in assigned places	Water for performer
Walk through event space to make sure it meets floor plan, accessibility, event flow, all equipment food is	Keep event on time based on timeline
Monitor volunteer schedule, volunteers, and their needs	Do assessment

AFTER EVENT - DUE BY _____

	Thank volunteers		Team check-in immediately after event is over
	Make sure all equipment and decorations are packed up and trash is thrown out; space should look just as it was found		Return all materials/supplies/equipment to correct office and put them away (no later than noon the next day)
	Return all receipts for office credit card or for		Return rented equipment to vendor
	Pay outstanding balances		Pack up sandwich boards
	Upload photos to Facebook and Instagram		Take down posters and banners within two days
	Complete event evaluation and assessment		Finalize expenditures and ensure that event was within budget
	Send thank you notes to performers/speakers, volunteers, co-sponsors, and outside funding sources within two days		Collect receipts, forms, program proposals, flyers, receipts, vendor contact info, assessment and place into legacy binder and copy to computer

Completely fill out this sheet and turn in along with the event evaluation within a week of the event completion.

Due by:	Date Received:	Received by:
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Cascadia Student Life Program Proposal

Complete this form, print, sign and submit to the Student Life Office at least five weeks prior to the proposed activity/event date. Once approved, keep the original signed copy for your legacy binder.

Programmer Name:	
Position:	
Phone:	Email:
Advisor name:	Advisor Email:
Is there a co-sponsor for this activity/event? If so, who?	

EVENT INFORMATION

Title of Activity/Event:		
Date:	Event Start/End time:	Begin Set up/End Clean up Time:
Location:	Back up location:	
Expected attendance:	Is this event open to all students?	
Target Audience:		

Summary of event/description:

As a result of attending this program, students will be able to: (select one from below or write your own)

<input type="checkbox"/>	Articulate the advantage and impact of a socially just society	<input type="checkbox"/>	Make connections between classroom and out of classroom learning
<input type="checkbox"/>	Employ self reflection to gain insight and learn from experience	<input type="checkbox"/>	Create a new understanding from activities and dialogue with others
<input type="checkbox"/>	Identify important problems, questions, and issues	<input type="checkbox"/>	Make a decision regarding balance of education, work, and leisure time
<input type="checkbox"/>	Engage in behavior and contribute to environments that promote health and wellness	<input type="checkbox"/>	Build meaningful relationships with the community and develop a connection to the institution
<input type="checkbox"/>	Other:		

Learning Outcomes (adapted from CAS Standards 2009).

What is the purpose of this program? What needs are being addressed?

Is this program accessible to everyone? If not, how do you plan to make it accessible? (hearing, mobility, etc.)

EVENT LOGISTICS

Do you intend to serve food?

Yes		No	
-----	--	----	--

If yes, why is food an integral part of this event?

What supplies or decorations do you need for this event? What do we have, what needs to be purchased?

Do you need volunteers for your event? If so, fill out volunteer sheet.

Do you need any of the following services?

<input type="checkbox"/>	Media services (IT/IS-equipment/people)	<input type="checkbox"/>	Campus safety
<input type="checkbox"/>	Space reservation	<input type="checkbox"/>	Furniture or equipment moved
<input type="checkbox"/>	Parking Passes (how many)	<input type="checkbox"/>	Photo and/or Liability waivers
<input type="checkbox"/>	Bollards lowered	<input type="checkbox"/>	Graphic design/printing
<input type="checkbox"/>	Travel arrangements	<input type="checkbox"/>	Other:

BUDGET PLANNING

Please attach any quotes/estimates related to the cost of the event. (include sales tax, shipping, etc.)

	Proposed Expense	Approved Expense	Whose budget? (if co-sponsoring)
Facilities rental/set up			
Equipment Rental			
Food/refreshments			
Travel			
Entertainment contract			
Supplies			
Registration fee			
Marketing materials			
Miscellaneous			
Total Expenses			

Please show any income/revenue you plan to receive

Admission fees	
Other income	
Total income	

MARKETING

How do you plan to market this event?

<input type="checkbox"/>	Social Media: Facebook, instagram, twitter, etc..	<input type="checkbox"/>	Sandwich boards
<input type="checkbox"/>	Posters	<input type="checkbox"/>	Display
<input type="checkbox"/>	Tabling	<input type="checkbox"/>	Other:
<input type="checkbox"/>	TP Times/BS Times	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Email newsletter (Smore, Wednesday Update)	<input type="checkbox"/>	Other:

EVENT APPROVAL

Student name	Signature	Date
--------------	-----------	------

Advisor name	Signature	Date
--------------	-----------	------

Budget	BR#
--------	-----

AFTER THE EVENT

How are you going to assess this event?

<input type="checkbox"/>	Pre/Post Test	<input type="checkbox"/>	Survey
<input type="checkbox"/>	Questionnaire	<input type="checkbox"/>	Other:

Complete event evaluation and assessment within 1 week of the event and submit to CEB/CAB Chair and advisor.

Due by:	Date Received:	Received by:
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Requests fewer than \$500.00 will go to Club Council.

Requests over \$500.00 will go to Cascadia Student Government. For requests over \$500.00, please include an itemized budget with the request.

**Student Life
Post-Event Evaluation**

Complete and submit this form to Student Life within one week of your event.

Student Organization:
Programmer:
Position:
Advisor name:
Was there a co-sponsor for this activity/event? If so, who?

EVENT INFORMATION

Title of Activity/Event:	
Date:	Time:
Location:	
Actual Attendance:	
Amount spent (including money from co-sponsors):	Cost per head:

How did you market this event? What seemed to be the most/least effective methods?

What worked? (time, location, set up, staffing, timeline, student experience, etc.)

What didn't work well? What would you change?

What comments from students did you receive?

Would you plan this event again? Why or why not?

--

How did you assess your learning outcomes? Were the learning outcomes achieved?

--

Programmers signature	Date
-----------------------	------

Complete and submit event evaluation and event assessment to Student Life within one week after the event in order to ensure future funding.

Due by:	Date Received:	Received by:
---------	----------------	--------------